Base Supply GPC Training Class

Vern Johnson

BASE SUPPLY GPC TRAINING CLASS

- Note: For those copiers and printers that are very sensitive and jams, GSA has identified another item referred to as a Xerox Brand which prevents malfunctioning.
  - **USE NSN 7530-01-454-8006**

EXECUTIVE ORDER 13101

- Mandates buying recycled items.
- Do not throw any empty toner cartridges into the trash. Send your empties to 61 ABG/CEZML Bldg. 229 Material Control
- POC See Dan Dickerson ext. 3-0912

RICOH COPIER USERS

- For Ricoh Copier-Empty Toner Cylinders send them to 61 ABG/CEZML Bldg. 229 Material Control
- For Ricoh Service Call 1(800) 490-4566.
- For Ricoh Supplies Call 1(800) 720-4566.
- These Telephone numbers can be found on the copiers.
- For additional information, contact your copier monitor.

ORGANIZATIONAL CLOTHING

- Organizational Commanders should establish local procedures for managing and controlling individual equipment items ordered on the GPC.(I.e.,boots,field jackets,flight suits.)
- Exceptions: Mobility and Deployment Tasking. (Order thru Base Supply)
- Establish an account at www.emall.dla.mil
- ***Use DoDAAC FA4440 only, and insert your own shipping address (bldg.#, Ste #,Phone #,etc.) "in the clear" field, which located on the last page of the website. There are some accounts with addresses already loaded.***

ORGANIZATIONAL CLOTHING

- For any assistance to set up your account.
- Your POC is Joy Corsi.
- DSN 932-7605

GPC PURCHASES

- Organizational Commanders should establish local procedures for managing and controlling items issued to his/her organization.
- Non-expendable equipment assets over $2500.00 must have accountability records established through Base Supply Equipment Section
- Sensitive/Classified/Highly Pilferable Items should be added to the Organizational Equipment Accounts(R14) CA/CRL or to the Organizational Visibility List. (R15) regardless of cost.
- -VCRs,Fax,Audio&Visual Equipment, Etc.
- Refer to our Equipment Management Section for more information at 363-0334, 3-1507.

AF FORM 9’s

- AF Form 9’s being coordinated through Base Supply will be disapproved if the commodity is over $2500.00 unit price.
- Those items should be ordered through our SBSS(Standard Base Supply System)
- Exceptions: Systems Furniture Projects, Modular Furniture, and Administrative Area Draperies will be routed to 61 CONS.

BASE SUPPLY POINTS OF CONTACTS

- Customer Service/Demand Processing
  Nancy Pham 363-0331
- Hazmat Section Ray Russell 363-0121
- Equipment Section Joann Ray 363-0334
- Individual Equipment Section- 363-1507

  363-0083
- BITS-Empty toner/fax/copier cartridges please address to 61 ABG/CEZML.
  POC is Dan Dickerson 363-0912